

CHAPTER 17

HOME TOWN NEWS

Most of this TRAMAN covers your responsibilities associated with keeping the public informed about its Navy. This chapter progresses along the same lines but focuses on the methods you use to gather and release hometown news about the men and women of the U.S. Navy.

Navy people, not unlike their civilian counterparts, have a desire to be appreciated — to have their achievements and contributions noticed and praised. The Navy's Fleet Home Town News Program provides the most effective and economical means for you to release information about individual sea service members to their hometown news media (fig. 17-1). Your participation in the program also produces the following ancillary benefits:

- Improved command retention
- Improved recruiting Navy-wide
- Increased command readiness through the recognition of its people
- Increased public awareness of the sea services through news stories about the services' education, training and operational missions
- Increased individual and unit morale

The Fleet Home Town News Program is administered by the Fleet Home Town News Center (FHTNC). Further information about the FHTNC and the Fleet Home Town News Program is provided in the following text.

THE FLEET HOME TOWN NEWS CENTER

LEARNING OBJECTIVE: Identify the responsibilities of the Fleet Home Town News Center (FHTNC).

Since 1945, the responsibility for processing and distributing hometown news releases has rested with the FHTNC. Located at Naval Station Norfolk, Virginia, the Center is a field activity of CHINFO. In effect, it acts as a clearinghouse for the sea services by editing, reproducing and mailing homeowners to the media in

communities throughout the United States, American Samoa, Guam and the U.S. Virgin Islands. (In 1992, the Center stopped sending releases to the Republic of the Philippines upon the departure of U.S. forces.)

Through a mutual agreement with the Commandants of the Marine Corps and Coast Guard, the instructions and policies of the FHTNC apply to all Marine Corps and Coast Guard commands, organizations and activities participating in the Fleet Home Town News Program.

You should keep in mind that the Fleet Home Town News Program is not optional for your command — it is required by *Instructions and Policy Concerning Fleet Home Town News Program*, SECNAVINST 5724.3 series. Make sure you examine this instruction in its entirety.

CLIENTS

Hometown media are the “clients” of the FHTNC, including newspapers, radio and television stations and special interest publications. They neither pay for stories, nor are they obligated to use the material. However, since they must request the material in order to receive it, most of the clients do use it.

NOTE: You may not mail hometown news material directly to the media, unless interested media have specifically requested it. SECNAVINST 5724.3 series emphasizes that all hometown news, other than specifically authorized exceptions, must be forwarded via the FHTNC.

The authorized exceptions are as follows:

- Material prepared by recruit training commands concerning special recruit units may be forwarded directly to the activity for placement in local media, when requested by the recruiting activity that enlisted the unit.
- Hometown news material concerning a member of a command whose hometown is in the immediate geographic area (generally within 50 miles) of the command may be placed directly with local media. This provision also may include media in communities where the

Service Notes



Kyle M. Parker

Navy Seaman Recruit Kyle M. Parker, son of Marine Corps Capt. James M. Cain of Twentynine

McCoy finishes Navy Hospital Corps School

Navy Hospitalization Recruit Le Talia A. McCoy, daughter of Lottie J. McCoy of 523 Sixth St. in Tallulah, recently graduated from the Navy's Hospital Corps School.

During the course at the Naval School of Health Sciences, San Diego, students receive instruction on basic medical procedures used by hospital corpsmen who assist Navy doctors and nurses.

Course studies also include an introduction to all phases of military health service, x-ray technology, laboratory analysis, general practice and surgery.

The 1991 graduate of McCall Senior High School joined the Navy in January 1992.

Palms, recently completed basic training at Recruit Training Command, Great Lakes, Ill.

During the cycle, recruits are taught general military subjects designed to prepare them for further academic and on-the-job training in one of the Navy's 85 occupational fields.

Studies include seamanship, close-order drill, naval history and first aid.

Parker is a 1992 graduate of Twentynine Palms High School.



DANIEL S. GAMMON

Seaman Daniel S. Gammon, son of Air Force Master Sgt. Danny L. Gammon and Janet L. Gammon of San Antonio, Texas, and a grandson of Mr. and Mrs. C.A. Gammon and Mrs. Velma Trosper, all of Bowling Green, was promoted to pay grade E-3 Aug. 1 at Naval Air Station, North Island, Calif. He is stationed aboard the USS Ranger which has been deployed to the Persian Gulf.

He is a 1989 graduate of Lackland High School in San Antonio.

Clifton Barber returns from deployment

Navy Fireman Clifton O. Barber, son of Richmond and Gertrude Barber of Tallulah, recently returned aboard the guided missile cruiser USS England, homeported in San Diego from a six-month deployment to the Western Pacific.

During the deployment, USS England traveled over 33,000 nautical miles and participated in several exercises with the Australian Navy and Japanese Maritime forces plus other U.S. Navy and Marine Corps units. USS England was part of the last Navy battle group to visit Naval Base Subic Bay, Republic of the Philippines, scheduled to close later this year.

USS England sailors provided humanitarian assistance to a local Olongapo City, Republic of the Philippines, elementary school by painting and making numerous repairs to the aging building as well as purchasing recreation equipment during a port visit to Naval Base Subic Bay.

Assisted by the sailors on USS Antietam, the England also hosted a Texas style barbeque for the residents and staff of a local Pattaya Beach, Thailand, boys' home. The language barrier was broken by the smiles of all involved. Barber visited ports in Australia, Brunei, Hawaii, Hong Kong, Japan, Thailand, Singapore and the Republic of the Philippines.

The 1983 graduate of McCall Senior High School and 1989 graduate of Louisiana Tech University in Ruston, joined the Navy in January 1990.

command maintains direct contact, such as USS *Los Angeles* (SSN 688) with Los Angeles, California. In the case of a namesake ship program, commands should receive guidance from the appropriate NAVINFO.

- Hometown news feature material may be provided directly to any news media making requests for information on specific individuals, subject to the instructions of appropriate operational or other higher echelon commanders governing media relations. Normally, such requests will be coordinated with the appropriate service headquarters or NAVINFO before release.

SURVEYS

It is the policy of the FHTNC not to send unsolicited releases to the media. Therefore, the Center periodically surveys all potential media clients in the United States and its territories. Those news media editors who want to receive hometown news releases must indicate this on the FHINC survey form.

A recent media survey revealed the following statistics:

- 96 percent always or sometimes use award releases; 84 percent always use them.
- 96 percent always or sometimes use promotion releases; 77 percent always use them.
- 93 percent always or sometimes use school graduation releases; 78 percent always use them.
- 72 percent get feedback from their readers/audience about releases; 98 percent describe that feedback as positive.

STORY CATEGORIES

LEARNING OBJECTIVE: Identify the most common hometown news story categories and the appropriate and inappropriate hometown ties.

Hometown news stories usually fall into one of three categories — military achievement, personal achievement or participation stories. These categories are explained in the following text.

MILITARY ACHIEVEMENT

Military achievements are those personal newsworthy accomplishments that are job related. Consider the following examples:

- School graduation (**NOTE:** To avoid embarrassment in case of early dismissal, the FHTNC does not process stories about individuals reporting to schools. Additionally, this category applies only to formal training four weeks in length or longer, such as “A” and “C” schools.)
- Personal award
- Advancement or promotion
- Qualification (JOOD, OOD, EAWS, ESWS, etc.)
- Honors earned in school or in training
- Reenlistment
- Lifesaving effort or rescue
- Retirement

PERSONAL ACHIEVEMENT

Personal achievements are those personal newsworthy accomplishments realized during off-duty hours. Consider the following examples:

- College degree or high school diploma earned
- Award received from the Navy League of the United States or other civic organization, but not commercial firms

PARTICIPATION STORIES

Participation stories result from an individual's being a part of his command's activities. Consider the following examples:

- Reporting aboard
- Deployment or a change in the location of the unit
- Port visit
- Participation in an exercise or operation
- Participation in evacuation operations
- Active duty for training (ACDUTRA)

NOTE: The FHTNC does not process feature stories.

APPROPRIATE HOMETOWN TIES

For purposes of this section, the term *hometown* refers to the place of residence of the sea service member's immediate next of kin, a spouse's immediate next of kin, and when appropriate, college alumni publication. Other suitable hometown ties include another blood relative, or an in-law or legal guardian living in a community in the United States or its possessions.

INAPPROPRIATE HOMETOWN TIES

You must not use spouses, dependent children or friends as hometown ties. This will eliminate the possibility of harassment if official duties require the service member to be away from his residence on a regular basis.

PROMOTING THE FLEET HOME TOWN NEWS PROGRAM

LEARNING OBJECTIVE: Describe the methods used to promote the Fleet Home Town News Program.

Participation in the Fleet Home Town News Program by individual service members is strictly voluntary. Nonetheless, you should present it in a positive manner to encourage involvement. While some people may not be interested in the "publicity," their relatives and friends back home probably are interested.

Soft sell the program, but do attempt to sell it. If an individual still chooses not to participate, honor the person's decision and do not forward the release form to the FHTNC.

You can sell the program in the following ways:

- Run Plan of the Day notes.
- Make SITE-TV spot announcements.
- Make promotional spot announcements on ship's radio.
- Ask the CO, XO or C/MC to make promotional announcements during Captain's Call.
- Promote the program during command indoctrination classes ("I" Division).

PROCESSING FHTNC MATERIALS

LEARNING OBJECTIVE: Recognize the correct method of processing FHTNC materials.

The success of the Fleet Home Town News Program depends on your continuous, active support. Therefore, you should give the people at your command ample opportunities to participate in the program and you should encourage future involvement. A good starting point for you to solicit participation is when military members first report to your command, so make sure the public affairs office is on the command check-in sheet.

FLEET HOME TOWN NEWS RELEASE FORM

At first glance, conducting a home town news program appears to be a monumental task. However, closer observation reveals it is a relatively simple process in terms of meeting public affairs objectives. The FHTNC has simplified the procedures for submitting home town news material by designing a standard release form, the Fleet Home Town News Release Form, NAVSO 5724/1 (Rev. 8-88). You must use this release form for all home town news releases.

NOTE: Contact the Center or check SECNAVINST 5724.3 series for the most current release form revision date.

When properly completed (mostly by the individual about whom the release is being made), the release form contains all the information necessary for writers at the FHTNC to prepare the homeowner. Figure 17-2A is an example of a completed NAVSO 5724/1. The reverse side of the release form (fig. 17-2B) carries block-by-block instructions. For this reason, we will not provide a block-by-block breakdown of the release form.

The NAVSO 5724/1 was designed to give uniformity to the Fleet Home Town News Program and to accelerate the processing of home town news releases. They are available through the Navy supply system, so maintaining an adequate number of them should be easy. However, if you run out of release forms, you may use locally produced copies until your stock is replenished. The information may be typed or printed.

NOTE: The FHTNC should receive completed release forms no later than 30 days after the event occurs (allowances are made for submarines). After the release forms are processed and the subsequent news releases

Fleet Home Town News Release Form

1. Instructions on Back.
2. Print in Ink or Type.
3. For Additional Remarks Use Block 23.

1. From: Command/Address Commanding Officer USS Mollusk (FFG 1370) FPO AE 09989-5724 Homeport/Base (not FPO etc.)			2. Command Releasing Authority Print Name <u>Peter J. Murex, LTJG, PAO</u> Signature <u>Peter J. Murex</u> Duty Phone <u>DSN: 281-1414</u>			3. RUC/UIC/OPFAC 82093		
4. Circle Branch or Service Active — Reserve <input checked="" type="radio"/> USN — <input type="radio"/> USMC — <input type="radio"/> USCG — <input type="radio"/> USA — <input type="radio"/> USAF			5. Date of Event MM/DD/YY 6/9/94					
6. Rank RMCS	7. Pay Grade E-8	8. Date Entered Service MM/YY 8/77	9. Date Reported this Command 10/8/93	10. Sex M <input checked="" type="checkbox"/> F <input type="checkbox"/>	11. Married Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	12. Social Security Number 123-45-6789		
13. Your First, Mi., Last Name Emilio S. Vehante				14. Spouse's Name (If Married) Cantranda C. Vehante				
Your Living Parents/or if Guardians or other Relatives Show Relationship — If Military Include Rank/Service								
15. Your Father's First, Mi., Last Name Robert S. Vehante			Address (Number and Street) 4951 W. 14 Lane, Apt. #211 City Hialeah			State FL ZIP Code 33012		
16. Your Mother's First, Mi., Last Name Carmen S. Vehante			Address (Number and Street) City Hialeah			State FL ZIP Code 33012		
17. Wife/Husband's Father's First, Mi., Last Name Allen P. Rubra			Address (Number and Street) 34 E. 21 Street City Hialeah			State FL ZIP Code 33010		
18. Wife/Husband's Mother's First, Mi., Last Name Plumeria F. Rubra			Address (Number and Street) City Hialeah			State FL ZIP Code 33010		
19. High School — Complete Name Hialeah High School			Year Graduated 1977	City Hialeah	State FL	ZIP Code 33010		
20. College/University/Complete Name			City	State	Type Degree/ Year	FHTNC Use Only		
21. College/University/Complete Name			City	State	Type Degree/ Year	FHTNC Use Only		
22. Duty to Which Assigned/Job Title — If Designated a Plane Captain, etc.—List Type Aircraft, Etc. Communications Center LCPO								
23. Event-Check Appropriate Box or List Complete Details-Use extra Paper or attach copy of citation, etc. <input type="checkbox"/> Reported <input checked="" type="checkbox"/> Promoted to Above Rank <input type="checkbox"/> Meritoriously <input type="checkbox"/> Medal/Award Attach Copy <input type="checkbox"/> Reenlisted Years <input type="checkbox"/> Retired Years								
24. PRIVACY ACT STATEMENT — AUTHORITY: 5 U.S.C. 301, and 14 U.S.C. 93f and 10 U.S.C. 8012 and 8034, and EO 9397. PRINCIPAL PURPOSE: To prepare news stories and news releases for distribution and publication by civilian news media to recognize the achievements of sea service members. SSAN is used for positive identification. ROUTINE USE: Information may be disclosed to civilian news media representatives. Once published, information is considered "Public Domain." DISCLOSURE IS VOLUNTARY: Failure to provide the information may mean little or no public news release material can be produced, thus denying the individual public recognition for personal achievements.								
25. I certify that the above information is correct and I have no objection to its publication. Signature <u>Emilio S. Vehante</u> Date <u>6/9/94</u>								
For Reserve Use Only — See Instructions on Back								
26. Your Address (Number and Street)			City	State	ZIP Code			
27. Company Name			Address (Number and Street) City			State	ZIP Code	
28. Company Publication			Address (Number and Street) City			State	ZIP Code	

NAVSO 5724/1 (REV. 8-88)
 S/N 0104-LF-000-2600

This form supersedes all previous editions which may not be used.

Figure 17-2A.—Completed NAVSO 5724/1 (front).

INSTRUCTIONS

1. List complete command mailing address including homeport or base.
2. Name and signature of person at command who authorized form for release. Must be signed on each form, unless a group of forms (10 or more) is submitted under a signed cover letter. List duty phone. Indicate if AUTOVON or Commercial.
3. Reporting unit code (USMC), unit identification code (USN), or operating facility code (USCG).
4. Self explanatory.
5. Actual date of event or date of presentation in the case of awards.
6. Rank such as SGT or J03.
7. Pay grade such as E-6 or O-2.
8. Date entered active duty, if you delayed enlisted, etc., also indicate date and explain.
- 9., 10. and 11. Self explanatory.
12. Social security number is mandatory. SSN is for FHTNC use only in casualty searches. SSN is not released to media.
- 13., 14., 15., 16., 17., and 18. Self explanatory. (NOTE – ZIP Codes mandatory for release preparation.)
19. Self explanatory.
20. and 21. Include type of degree (BA, BS, AA, etc.) and year awarded. List only two highest degrees.
22. Indicate your duties by job title, (e.g. squad leader, cook, plane captain, etc.) not by NEC/MOS/QC.
23. Check appropriate box or give complete details of event – use extra paper as required. Attach copies of citations/awards, etc. If qualified as pilot, etc., list type. aircraft, etc.
24. Self explanatory.
25. Payroll signature required to permit release of news story.
26. Self explanatory.
27. Complete company name, address, your position/job with the company and number years employed with company.
28. Name of company publication/newsletter that you want story released to. Include complete address and ZIP code.
29. Fleet Home Town News Center telephone number is: (804) 444-2221, AUTOVON: 564-2221.
30. Mail to: Fleet Home Town News Center, Building X-18, Naval Station, Norfolk, VA 23511-6698.

Figure 17-2B.—Completed NAVSO 5724/1 (back).

are mailed, the forms are maintained for 90 days in an alibi file and then destroyed.

On occasion, a few release forms do not get processed and are returned to the activities that submitted them. Along with the returned release forms is a short explanation listing the reason(s) they were not accepted. There are several reasons a particular release form may not be processed. It could be that there are no media in a particular community or area that desires the stories. The release form might be received without the required signatures, or there might not be enough information with the release form to develop a meaningful release.

You can reduce the number of nonreleased forms by following all of the directions on the back of the NAVSO 5724/1. Check all blocks on the front of the release form for completeness, accuracy and legibility before the release form is mailed to the FHTNC.

Log Book/Index File

You should maintain a 90-day logbook or index file of each release form mailed to the FHTNC. The record should include the following information:

- Name and social security number of the individual
- News event
- Date mailed

By tracking your release forms in this manner, you can work with the Center in purging release forms that belong to an injured or deceased crew member. It is embarrassing when a release is made on an individual's participation in an exercise when he was discharged months earlier. More important, the release of a story about an individual who "recently visited Sasebo, Japan," when in fact he was hospitalized or deceased, will cause confusion and additional grief to family members.

The FHTNC is an addressee on all death or serious injury messages. Upon receiving a casualty message, the Center immediately inputs the social security number of the casualty into the computer system. The computer indicates whether a news release is currently being processed or has been mailed out on that individual, as well as the names of the hometown media that received it. If the release has left the Center, the appropriate media outlets are called immediately and requested not to run the story.

Command Releasing Authority

Each submission to the FHTNC must be authorized for release and verified for accuracy by the submitting command. The command's "releasing authority" may be whoever the commander has designated to conduct the fleet home town news program within his unit (usually the PAO, but it can be a JO). The command releasing authority prints and signs his name in block two of the release form and indicates his duty telephone number.

Social Security Number

Make sure the service member understands that the social security number listed in block 12 will not appear on the actual news release. It is required solely to track casualties.

PHOTOGRAPHS

Good photographs enhance the potential use of home town news releases. Either formal or informal portraits are useful hometown news photographs. These photographs range from the basic head and shoulders picture (mug shot) to a shot of the individual in a working environment. The individual's face should be clearly identifiable in the photograph.

The FHTNC prefers at least five black-and-white wallet-sized prints for each submission. The wallet-sized prints will fit easily in standard business-sized envelopes. However, if you must mail larger prints, the FHTNC will accommodate you.

Do not send negatives to the FHTNC, as it does not have the capability to work with them.

Most of the print media editors on-line at the FHTNC enthusiastically request more photographs. The Center sends out all photographs it receives, informal or formal, as long as amplifying information (identification of people, description of the event taking place, etc.) is included on the back of each photograph. Type this information on a separate piece of paper or on a label and attach it to the photograph. Your doing this prevents "bleed-through," a common occurrence when you write on the back of a photograph with a ball-point pen. Put the photograph in an envelope and attach it to the completed NAVSO 5724/1.

LETTER OF TRANSMITTAL

If you send nine or fewer release forms to the FHTNC at one time, the command releasing authority

**USS MOLLUSK (FFG 1370)
FPO AE 09989-5724**

5724
Code
Date

From: Commanding Officer, USS MOLLUSK (FFG 1370)
To: Director, Fleet Home Town News Center, Building X-18,
Naval Station, Norfolk, VA 23511-6698

Subj: FORWARDING OF HOME TOWN NEWS MATERIAL

Ref: (a) SECNAVINST 5724.3

Encl: (1) NAVSO 5724/1 release forms (reporting aboard) (12)
(2) Deletions to Hold File (9)

1. Enclosure (1), which is forwarded per reference (a), has been verified for accuracy and is authorized for release.
2. Add enclosure (1) to Hold File after processing.
3. Delete names in enclosure (2) from Hold File.

**P. J. MUREX
By direction**

Figure 17-3.—Letter of transmittal.

must complete block two of the release form. However, if a single mailing consists of 10 or more release forms, you must include a cover document called a letter of transmittal (fig. 17-3).

A letter of transmittal serves several purposes. It makes the transaction official and gives the FHTNC authority to process the story. In addition, it aids the Center in processing the material faster by indicating the type of material submitted, the general subject matter and the number of stories involved.

Letters of transmittal must be signed by the CO or an officially designated representative (such as the PAO). Send only the original copy of the letter to the FHTNC.

HOLD FILE

LEARNING OBJECTIVE: Interpret the policies regarding the submission of a hold file to the FHTNC.

A hold file is a roster package of NAVSO 5724/1 release forms submitted by a unit when it deploys. The

hold file provides a rapid means of generating timely and newsworthy releases about the accomplishments, achievements and travels of your crew, either individually or as a group.

Hold files are maintained by the FHTNC for the length of the deployment and are normally returned to the command once the deployment is completed. If your unit is not deployed, you should maintain an updated roster package in your office anyway. In the event that your unit must deploy on short notice, you can submit a hold file with little effort.

Any unit departing on an extended deployment (usually two months or longer) should forward a hold file to the Center. If your unit will be involved in exercises or special operations of shorter durations, seek the guidance of the FHTNC.

MAILING THE HOLD FILE

You should update and verify all the release forms in your hold file 30 days before your unit deploys. Mail the hold file to the FHTNC when you are 20 days from the deployment date. Make sure it is in alphabetical


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      FM    USS MOLLUSK
      TO    FHTNC NORFOLK VA

UNCLAS  //NO5720//

SUBJ:    DEPLOYMENT STORY

A.  MY LTR 00:JPJ:DJ 5724 OF 20 SEP 1994

1.  HOLD FILE (HF) SUBMITTED WITH REF A VERIFIED ACCURATE.

2.  REQ IMMEDIATE PROCESSING OF DEPLOYMENT STORY CONTAINED IN REF A FOR MY
    HF.

BT

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Figure 17-4.—Hold file message.

order by last name and accompanied by a letter of transmittal. We recommend that you include the deployment information or story in the letter of transmittal.

NOTE: When you submit stories for release, the Center does not require strict adherence to journalistic style. Since the FHTNC is ultimately responsible for editorial action, all you need to include is a brief synopsis of the facts that answer the five Ws.

Before the hold file is sealed and on its way to the FHTNC, you should make a copy of each release form and store each one of them in an appropriately marked office file. Your hold file should be an exact duplicate of the one received by the Center. This is extremely critical, especially when you must change data or pull a release form in the event of a death or injury.

PROCESSING THE DEPLOYMENT STORY

When a unit deploys, the PAO or his representative normally sends a message to the FHTNC that contains the following information:

- The authority for the FHTNC to process the deployment story.
- The date the story should be processed (usually without delay).
- Verification that the hold file is accurate and up-to-date.

Once the message is sent, the Center can work on writing the deployment story, which will result in a release for all of the release forms in the hold file.

An example of a hold file message to the FHTNC is shown in figure 17-4.

SENDING STORIES BY MESSAGE

Once the hold file is at the Center, you may send several different types of stories by naval message. The mid-deployment story (fig. 17-5) and end of deployment story (fig. 17-6) are good ways to get multiple releases for each release form submitted

Further, you should pursue the types of stories mentioned earlier — those dealing with the military or personal achievements of individuals. Doing this in connection with your hold file is easy. For instance, say Lt. Cmdr. Nunez is awarded the Meritorious Service Medal. When you advise the Center of the award (and include amplifying information from the medal citation), Lt. Cmdr. Nunez's release form will be pulled from the hold file and the story will be processed. The release form will then be returned to the file.

UPDATING THE HOLD FILE

Hold files have a 60-day life cycle. When you send a hold file to the FHTNC, the cycle begins on the day the Center receives it.

At day 50, your unit will be sent a message advising that the file will be returned in 10 days unless it is updated. Each time you update your hold file, another 60-day cycle begins.

The FHTNC considers an update as any communication regarding the hold file. It may be a list of names to be deleted, a list of release forms for persons who have reported to the command, or simply a

FM USS MOLLUSK

TO FHTNC NORFOLK VA

UNCLAS //NO5720//

SUBJ: PROPOSED MID-DEPLOYMENT STORY

A. SECNAVINST 5724.3

B. MY HOLD FILE

1. IAW REF A, FOL PROPOSED MID-DEPLOYMENT STORY SUBMITTED FOR APPROVAL AND RELEASE BY FHTNC WITH REF B:

QUOTE. THE GUIDED MISSILE FRIGATE USS MOLLUSK, HOMEPORTED AT NORFOLK, VA, IS MIDWAY THROUGH A SIX-MONTH DEPLOYMENT TO THE MEDITERRANEAN SEA AS PART OF THE TEN-SHIP USS LIMPET AIRCRAFT CARRIER BATTLE GROUP. USS MOLLUSK HAS PARTICIPATED IN THE NATO EXERCISE DISPLAY DETERMINATION AND HAS OPERATED WITH ALLIED NAVIES FROM ITALY, UNITED KINGDOM, FRANCE, SPAIN, GREECE AND TURKEY. THE SHIP HAS MADE PORT VISITS AT ROTA, SPAIN; NAPLES, ITALY; AUGUSTA BAY, SICILY; AND TOULON, FRANCE. AT AUGUSTA BAY, CREW MEMBERS FROM THE MOLLUSK DELIVERED PROJECT HANDCLASP MATERIALS TO AN ORPHANAGE AND REPAINTED THE EXTERIOR OF A SCHOOL FOR HANDICAPPED CHILDREN AT SIRACUSA, SICILY. END QUOTE.

BT

Figure 17-5.—Mid-deployment story.

FM USS MOLLUSK

TO FHTNC NORFOLK VA

UNCLAS //NO5720//

SUBJ: END OF DEPLOYMENT STORY

A. MY HOLD FILE (HF)

B. MY 010101Z DEC 94

C. MY 010202Z JAN 95

1. RETURNED TO NORFOLK AFTER A SIX-MONTH DEPLOYMENT TO THE MEDITERRANEAN SEA AS PART OF THE TEN-SHIP USS LIMPET AIRCRAFT CARRIER BATTLE GROUP. DURING THE DEPLOYMENT, THE SHIP STEAMED 15,000 MILES AND EARNED ITS SECOND CONSECUTIVE BATTLE EFFICIENCY "E" AWARD. THIS DEPLOYMENT MARKED THE SEVENTH TIME USS MOLLUSK DEPLOYED TO THE MEDITERRANEAN SEA.

2. HOLD FILE VERIFIED ACCURATE EXCEPT DELETE ENS CARABOK, A. K.

3. REQ END OF DEPLOYMENT STORY FOR REF A. REFS B AND C PROVIDE ADDITIONAL DETAILS ABOUT THE DEPLOYMENT.

4. REQ RETURN REF A AFTER PROCESSING.

BT

Figure 17-6.—End of deployment story.

FM USS MOLLUSK
 TO FHTNC NORFOLK VA

UNCLAS //NO5720//

SUBJ: HOLD FILE (HF) UPDATE

1. REQ FOL DELETIONS TO HF:
 JO1 PRONOUN, A. L.
 MMCS WRENCH, C. P.
 DTC FLUORIDE, B. R.
 HM3 PLASMA, R. K.
 MS2 BUFFET, F. Y.
2. FOL PERS HAVE BEEN PROMOTED TO PRESENT RANK:
 PC1 DRAM (CAPPED)
 LCDR GUI
 YN2 DEFRAG
 TM2 BERNOULLI
 BT1 QWERTY
3. FOURTEEN ADDITIONAL RELEASE FORMS MAILED TO YOU THIS DATE FOR INCLUSION IN HF.
4. WITH PARA 1 AND 2 CHANGES, HF VERIFIED UP-TO-DATE.

BT

Figure 17-7.—Hold file update message.

declaration that the hold file is current and accurate. A hold file update message is shown in figure 17-7.

HOLD FILE DISPOSITION

After the end of deployment story is processed, the FHTNC retains the hold file for 30 days in an alibi file before it is returned to the originating command. You also may request that the Center destroy the hold file.

RUN AND RETURN STORIES

Consider the following scenario: Yesterday, 25 members of your command received awards for their participation in the base “Adopt-A-School” Program. A check of your files reveals that all of the awardees have release forms on file in your office. Your unit is not deployed and it is not scheduled to deploy for about a year. How should you submit the release forms without breaking the integrity of your “inactive” hold file?

The answer is simple — at the top of each release form, mark **“RUN AND RETURN”** before you mail them to the FHTNC. After processing the release forms and holding them for 30 days, the Center will return them to you so you may keep your hold file intact.

NOTE: Make sure the information on “run and return” stories is current before they are mailed to the FHTNC.

HINTS AND REMINDERS

LEARNING OBJECTIVE: List the hints and reminders used in connection with processing home town news stories.

The following hints and reminders are offered as a checklist to help you get the most out of the Fleet Home Town News Program:

- Use only the latest edition of the Fleet Home Town News Release Form (NAVSO 5724/1).

- Follow the block-by-block instructions on the back of the NAVSO 5724/1.
- Make sure the person to which the release pertains fills in his social security number in block 12 of the release form.
- Make sure the person to which the release pertains reads and understands block 24 of the release form (Privacy Act statement).
- Submit release forms on individuals with hometown ties only in the United States, American Samoa, Guam and the U.S. Virgin Islands.
- Screen the release forms for legibility, accuracy and completeness before submission
- Keep file copies of the messages or letters you send to the FHTNC to use as a ready reference.
- Make sure the letter of transmittal or block two (command releasing authority) of the release form is signed before mailing.
- Submit only current news items.
- Check your hold file frequently. Make sure you update your release forms when people are promoted qualify or reenlist.
- Do not submit release forms marked “Do Not Release.”
- Do not request the stories be sent to specific media.